

Jonathan Y. Concepcion

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SUMMARY

An Internal Auditor with sixteen years of experience in analyzing business operations and management to give substantial advice to enhance business practices and performance. Knowledgeable in sales, bookkeeping, accounting, management services, auditing and other business operations. Effective team player, able to motivate staff for best results.

EXPERIENCE

Mercury Group of Companies, Inc. - Quezon City, Philippines (2008-Present)

Internal Auditor: Internal Audit Department (August 2022 to present)

- Audits different subsidiaries/companies under the Mercury Group of Companies, Inc. including its branches nationwide.
- Audits compliance in Standard Operating Policies and Procedures.
- Audits management of Cash, Accounts Receivable, Inventory, Fixed Asset, Credit, Accounts Payable, Productivity, Human Resource/Personnel, Document Maintained and other records.
- Provides detailed analysis and information to the management to manage risk and gives advice to enhance operations in the company.

Resident Franchise Representative: Franchising Division (January 2008 to July 2022)

- Representative of Mercury Drug main office in their Franchise Stores in the field to ensure that all the Standard Operation Policies and Procedures are being followed.
- Monitors store operation to make sure everything is in order.
- Supervise franchise employees to check if they are doing their assigned duties and responsibilities.
- Handles customer complaints.
- Checks the accuracy of the reports of bookkeeper such as but not limited to Cash Receipts Book, Cash Disbursement Book, Purchase Book, General Journal, General Ledger, Bank Reconciliation, Age Analysis of Receivables/Payables and other subsidiary ledgers.
- Audits financial statements such as Trial Balance, Income Statements and Balance Sheet.
- Preparation of separate Daily, Monthly and Annual performance reports such as sales and inventories which will become the basis of plan of action to be taken to improve performance.
- Provide detailed analysis and advice to the management to enhance business operations and performance.
- Analyzed movement of stocks then suggest orders.
- Serves as communication link between Franchisee and Main Office.

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EXPERIENCE - continued

- Reports performance of the franchise to the executives and top management of Mercury Drug main office.
- I was assigned to different franchise store with varied management styles and different working environment for fourteen years in the field.
- Most of the time in the field, I was able to achieved outstanding merit rating.

EDUCATION

Bachelor of Science in Management Accounting Saint Mary's University – Bayombong, Nueva Vizcaya (2007)

SKILLS

- Proficient in Microsoft Word, Excel, Outlook and PowerPoint. (16+ years)
- Knowledgeable in macros and Advance Microsoft Excel.
- Lotus 123 and WordPro (16+ years)
- QuickBooks
- Hardworking
- Fast Learner
- Good communication skills
- Leadership skills
- Management abilities
- Highly organized individual
- Strong sense of responsibility
- Performance driven
- Can easily adapt to any working environment
- Able to work even under pressure